

CHAPTER 6 - ANNEX F - NEW EMPLOYEE CHECKLIST

NAME			
HIRE DATE			
POSITION			
	DATE	TECH INIT	SUPER INIT
GENERAL			
FACILITY ORGANIZATION			
WORK SCHEDULE			
ENERGY CONSERVATION (Turning lights off when not in use, etc)			
SMOKING AND EATING POLICIES (Smoking areas, no eating or drinking around HAZMAT)			
ENVIRONMENTAL			
BLOODBORNE PATHOGENS			
FIRST AID PROCEDURES			
ACCIDENT REPORTING (Responsibilities and chain of supervision)			
OSHA PROGRAMS AND COMPLIANCE			
ERGONOMICS			
EMERGENCY DATA SHEET			
FACILITY TOUR			
ACCIDENT PREVENTION SIGNS AND TAGS			
CONFINED SPACES			
ELECTRICAL SAFETY			
EXPLOSIVE DEVICES (SQUIBS)			
LOCATION OF EMERGENCY EYE WASH AND DELUGE SHOWERS			
HEARING CONSERVATION (Baseline hearing test)			
LOCK-OUT / TAG-OUT PROCEDURES			
MULTIPIECE AND SINGLE PIECE RIMS			
PERSONAL PROTECTIVE EQUIPMENT (ISSUE, PROPER WEAR, ETC)			
USE POWERED INDUSTRIAL TRUCKS (Tug, Forklift, Etc.)			
RESPIRATORY PROTECTION PROGRAM AND REQUIREMENTS			
OVERHEAD CRANES (NOTE. Individual must be on orders to operate)			

NAME			
HIRE DATE			
POSITION			
	DATE	TECH INIT	SUPER INIT
COMPRESSOR			
COMPRESSED GAS CYLINDERS (NITROGEN)			
USE OF ALCOHOLIC BEVERAGES			
HANGER DOOR OPERATION			
PIT OPERATION (Operation of generator and specifics)			
SAFETY PROCEDURES IN AND AROUND RUNNING AIRCRAFT (Clothing and equip req's			
MAINTENANCE STANDS (B2 STAND, etc)			
ELECTRIC POWER TOOLS			
FOREIGN OBJECT DAMAGE (FOD) CONTROL PROGRAM (RESPONSIBILITIES)			
HAND TOOLS (Inventory and accountability requirements, marking, special tool requirements)			
JEWELRY (Rings, Necklaces< watches, Id Bracelets, earrings, etc removed before performing maintenance)			
ADDITIONAL SUBJECT>			
ADDITIONAL SUBJECT>			
FLIGHT LINE SAFETY			
COVERS AND TIE DOWN PROCEDURES			
HEAT AND COLD INJURY PREVENTION			
AIRCRAFT TOWING (Minimum personnel required 4)			
SEVERE WEATHER (Lightening!!)			
ROTOR AND PROP WASH			
TOOL PROCEDURES/INVENTORIES			
WORKMEN COMPENSATION			
FIRE ALARM SYSTEM			
EMERGENCY NOTIFICATION SYSTEM			
MEANS OF EGRESS			
FIRE EXTINGUISHER USE AND LOCATION			
AIRCRAFT EMERGENCIES			
FUEL SPILLS			

HAZARDOUS COMMUNICATIONS (HAZCOM)			
LOCATION OF HAZARDOUS MATERIALS			
LOCATION AND USE OF MATERIAL SAFETY DATA SHEETS			
SPILL PROCEDURES (SPILL PLAN)			
DISPOSAL OF WASTE MATERIALS			
REVIEW			
SUPERVISOR NAME			
SUPERVISOR SIGNATURE			
DATE			
TECHNICIAN NAME			
TECHNICIAN SIGNATURE			
DATE			
NOTE: THIS FORM WILL BE PLACED AS A PERMANENT RECORD IN THE SOLDIERS PERSONNEL FOLDER.			